

Princeton Charter School

Board of Trustees

Meeting of the Board of Trustees
April 13, 2016

Board Members Present: Amanda Rose, Shannon Daley-Harris, Brandice Canes-Wrone, Randy Hubert, Maryellen McQuade, Trusha Shah (arrived mid-meeting) - Khalid Anwar called in

Board Members excused: Kinga Kaminska, Paul Josephson

Others present: Lawrence D. Patton, PCS's Head of School, Lisa Eckstrom and Gail Wilbur, PCS's Assistant Heads of School, Robert Long, Interim School Business Administrator and Board Secretary,

I. Opening of Meeting

Amanda Rose announced that this meeting was being held in accordance with the Open Public Meetings Act and that forty-eight hours advance notice of the date, time and location, had been provided to the Princeton Public Library; The Trenton Times; The Town Topics; Princeton; Mercer County Clerk; Princeton Public Schools' Business Office; the Mercer County Superintendent of Education; and Peapack-Gladstone Bank in the public notice on May 30, 2015

II. Approval of Prior Minutes

The minutes from the March 9, 2016 (**Board Document 03-13-16-01**) were presented for approval, Randy Hubert moved that the minutes be approved; Maryellen McQuade seconded; and all present voted in favor.

III. Closed Session (To review HIB and Personnel Matters)

Randy Hubert moved to enter into executive (closed) session at 7:07 p.m., Maryellen McQuade seconded and the Board approved the following: Princeton Charter School Board of Trustees hereby resolves, pursuant to the Open Public Meetings Act that said a public body may hold a closed session, to enter into closed session at 7:07 p.m. for the purpose of discussing contracts, personnel, student and/or any legal matters. It is expected that the results of the discussion undertaken in closed session will be made public at the time official action is taken.

The PCS Board of Trustees moved into executive (closed) session to discuss matters that are deemed necessary to go into executive (closed) session to discuss.

Board Resolution [04-13-16-01]

V. Return to Open Session

The Board resolved (Randy Hubert moved, Maryellen McQuade seconded) to return to open session at 8:32 p.m **Board Resolution [04-13-16-02]**

VII. Public Comment

None

VIII. Head of School Report

Lawrence Patton presented his report, the highlights of which were as follows: (**Board Document 04-13-16-02**)

Board Document 04-11-16-01

1. Lead testing in the buildings came back negative, indicating no lead in the water at PCS. Lead tests were performed by New Jersey Analytical Laboratories, a state certified Drinking water testing lab.
2. The school is making final preparations for PARCC testing.
3. The PCS mathcounts competition resulted in a third place finish in the state with one student, Akash Jim, taking first place individually in the state.
4. The faculty met to discuss the details of a new benefits plan. The changes resulted in understandable concern from faculty. We agreed to look at options to address the issues raised.
5. We are recommending new Math textbooks for the K-2 grades. The Singapore Math program was recommended through the curriculum committee process..

2015-2016 FACULTY/STAFF TRAVEL

Faculty/Staff travel was presented for Board approval (**Board Document 04-13-16-03**). After discussion Randy Hubert moved that the Faculty/Staff travel be approved, Maryellen McQuade seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Faculty/Staff travel set forth as above (**Board Document 04-13-16-03**). **Board Resolution [04-13-16-03]**

2014-2015 FIELD TRIPS

Lawrence D. Patton presented Field Trip requests (**Board Document 04-13-16-04**), after discussion Randy Hubert moved to approve the Field Trip requests, Maryellen McQuade seconded, and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the Field Trips set forth as above (**Board Document 04-13-16-04**) **Board Resolution [04-13-16-04]**

IX. Board Committee Reports

None

X. Curriculum

None

XI. Policies and Plans

None

XII. Personnel

FACULTY/STAFF HIRES

None

XIII. School Business Reports

1. CHECK REGISTER

The Check Register for the time period of March 01, 2016 – April 07, 2016 (**Board Document 04-13-16-05**) in the amount of \$611,517.84 for general expenses was presented. Khalid Anwar moved

to adopt the check register, Maryellen McQuade seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the check register for the time period of March 01, 2016 – April 07, 2016 (**Board Document 04-13-16-05**) set forth as above. **Board Resolution [04-13-16-05]**.

2. BANK RECONCILIATION REPORT

The Bank Reconciliation Report for the month of March, 2016 (**Board Document 04-13-16-06**) was presented for approval. Khalid Anwar moved to approve the Bank Reconciliation Report, for the month of February, 2016. Maryellen McQuade seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees hereby approves the February, 2016 Bank Reconciliation Report (**Board Document 04-13-16-06**) **Board Resolution [04-13-16-06]**

3. CERTIFICATION OF PAYROLL

- a. March 14. 2-16 - \$178,043.13
- b. March 22, 2016- \$173,454.14

Khalid Anwar moved to approve the payroll for the month of January 2016 set forth as above, Maryellen McQuade seconded and the Board unanimously approved the following:

RESOLUTION

The PCS Board of Trustees approves the February payroll, set forth as above. **Board Resolution [04-13-16-07]**

LINE 108 AND BOARD SECRETARY REPORTS

The February Line 108 report and Board Secretary Report were presented for approval (**Board Document 04-13-16-07**). Khalid Anwar moved to approve these reports, Maryellen McQuade seconded and the Board unanimously approved the following:

RESOLUTION

RESOLVED, that the Board of Trustees accept the Line 108 report and Board Secretary Report for the month of March, 2016,

RESOLVED, that pursuant to N.J.A.C. 6:20-2.13(3), the Board of Trustees certify that as of **February 29, 2016**, after review of the monthly financial reports (Line 108 and Board Secretary reports), that to the best of their knowledge no major account or funds has been over expended in violation of N.J.A.C. 6A: 12-21.11(b) and that there are sufficient funds available to meet the charter's financial obligations for the remainder of the fiscal year.

Board Resolution [04-13-16-08]

XIV. HIB

None

XV. APPROVAL OF ENGAGEMENTS/CONTRACTS

RESOLVED, that the Board of Trustees hereby appoints Robert Long as the School's Acting Purchasing Agent due to the retirement of Diane Potorski.

Randy Hubert moved, Maryellen McQuade seconded and the Board unanimously approved the resolution. **Board Resolution [04-13-16-09]**

XVI. Public Comment

None

XVII. Adjournment

The meeting adjourned at **8:45 p.m.**, Randy Hubert proposed, Maryellen McQuade seconded.

Respectfully submitted,

Robert Long
Interim Board Secretary